



Tuscarawas County

Office of Community & Economic Development

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January 18, 2019

TUSCARAWAS COUNTY – PY-2019 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP) ADMINISTRATION/IMPLEMENTATION

REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/RFP)

Pursuant to the Ohio Development Service Agency, Community Services Division, Office of Community Development, Program Policy Notice: OCD 15-02, Tuscarawas County, in collaboration with the City of Dover, is soliciting information from selected organizations relevant to their work capabilities and qualifications to administer the above-mentioned programs.

SCOPE OF WORK - COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM

The expected product of the Tuscarawas County Community Housing Impact and Preservation Program (CHIP) shall meet at a minimum, the requirements of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program (Small Cities Program) and the Department's HOME Program. All activities and policies must also conform to all existing county regulations and policies.

These requirements include but are not limited to the ability to:

- Prepare the Community Housing Impact and Preservation (CHIP) Program application, including all required forms, resolutions, public hearings, budgets, administration/implementation summaries, and all other requirements for meeting OCD guidelines and deadlines.
- Schedule, conduct and oversee Housing Advisory Committee (HAC) meetings and/or necessary planning process in accordance with OCD guidelines.
- Prepare a complete CHIP application for Tuscarawas County Commissioners to be submitted to the ODSA/OCD by May 3, 2019. In addition, have the application submitted to the Tuscarawas County Office of Community & Economic Development prior to the deadline for review and approval.
- Complete the Environmental Review Tier-1 record for the complete project according to ODSA/OCD guidelines, as well as, necessary forms for the Release of Funds to OCD.
- Create/Update the Policy & Procedure manual for Tuscarawas County that complies with Federal and OCD/State of Ohio regulations and policies.
- Once funding has been awarded, schedule, publicize, and conduct public meetings to announce the availability of funds through the program.

Client Application Intake:

- Develop an application process to solicit housing applicants, and to assess their qualifications, their need and their suitability to participate in the program.
- Maintain a local office in Tuscarawas County for clientele.
- Establish a system to certify contractors to work on the program.
- Establish and maintain a recordkeeping system that meets or exceeds the Ohio Development Services Agency/Office of Community Development's requirements and guidelines and is consistent with the established policies and procedures of the Tuscarawas County Auditor, Treasurer and Office of Community & Economic Development (OCED).

Rehabilitation Inspection Services:

- Establish and maintain a program oversight effort to inspect the homes to be rehabbed before work is begun, during construction, and after construction is complete, but before payments have been approved.
- Perform preliminary feasibility inspections of selected dwellings to establish rehabilitation viability.
- Schedule inspections for lead paint, plumbing, and furnaces as needed.
- Undertake a “walk-through” of the projects with selected contractors.
- Provide the County’s Housing staff and officials with written specifications and cost estimates for projects
- Conduct contractor tours of proposed projects.
- Review contractor bids and submit the “lowest and best” bid recommendation on each.
- Conduct interim inspections to assure work is being properly undertaken and assist with any necessary day-to-day administration of the project, including all Lead Hazard Reduction activities, as well as assure progress payments are justified for all projects.
- Inform the County of any contractor in non-compliance with contract specification, and/or lack of good workmanship including the need to remove a contractor from project(s) if necessary, understanding that the County retains sole authority to suspend a contractor.
- Undertake clearance testing for Lead Hazard final inspection and authorize final payments on all projects
- Approve all contractor requests for payment and approve change orders
- Provide the County with copies of documentation generated by the Housing Rehabilitation Specialist in the completion of his contractual obligations.
- Be available for telephone consultation at appropriate and convenient times.
- Specialist will hold a license for Lead Risk Assessment.
- Meet as needed with homeowners, contractors and County staff to provide documentation/information for dispute resolution, if needed.
- Provide County staff with technical updates, documents, and materials relative to Rehabilitation standards.
- Provide before and after photos of the project
- Obtain contractor Liability and Workers Comp. Certificates as required.

INFORMATION SOUGHT FROM APPLICANT

At a minimum, the following information shall be submitted to the County in response to this request:

- A general outline of the grant activities the agency or organization proposes for Tuscarawas County’s CHIP Program and how they are to be administered/implemented.
- A list of personnel employed by the applicant that will be involved in the County’s CHIP Program.
- The qualifications and experience of those personnel.
- A synopsis of the organization’s experience in preparing and writing CHIP applications, the administration and implementation of CHIP Programs
- List of all political subdivisions/entities/organizations, along with all contact information for which the agency or organization has provided Administration/Implementation in relation to CHIP Programs in the State of Ohio, or for whom the agency or organization provides CHIP Program support. *Please submit a minimum of ten references

REVIEW CRITERIA

After publication of the RFQ/RFP and solicitation of proposals from an adequate number of professional service providers, a qualified panel will review the proposals received against factors for award identified in the RFQ/RFP. The enclosed **Evaluation Criteria for Administrative Services Contract Award** will be the basis for evaluating, the

panel, no less will use a competitive range procedure to establish a ranking order of successful proposals which may lead to a determination of whether negotiations should be held with service providers that fall within the competitive range, or if the contract should be awarded to the top offeror in the range. A recommendation will then be made to the Board of County Commissioners.

The County Commissioners will review all proposals submitted. If negotiations are held, "best and final offers" are requested and re-scored with the best offer, as well as, most qualified offeror of services selected as the winner of the competition, subject to negotiation of a fair and reasonable price.

Upon completion of successful negotiations, if necessary, or a ruling from the Commissioners to proceed with awarding the contract to the top offeror, a contract will be executed with the Board of Tuscarawas County Commissioners.

The Tuscarawas County Board of Commissioners reserves the right to accept or reject any or all responses to this RFQ/RFP and to award the Administrative/Implementation Services, based upon the review board's recommendations. Further, the Tuscarawas County Board of Commissioners reserves the right to waive or modify minor irregularities and/or seek additional information from respondents. If you have any questions or comments, please contact us at the above address or telephone number.

SUBMISSION OF PROPOSALS

Responses to the RFQ/RFP will be received at the address below or via email to cox@co.tuscarawas.oh.us on or before **3:00 p.m. on Friday, February 15, 2019**. If you are mailing the response to the RFQ/RFP, make sure that you allow enough time for delivery prior to the above date and time. Responses or inquiries received after the above date and time will not be considered. If submitted via email, it is the responsibility of the sender/offeror to confirm "Receipt of the Proposal" by the County Commissioners.

Please address all correspondence to:

Kimberly Cox
Administrative Assistant/Fair Housing Coordinator
Tuscarawas County Office of Community & Economic Development
125 East High Avenue, Rm. 212
New Philadelphia, OH 44663
(330) 365-3219
cox@co.tuscaraw
Attention: PY-2019 CHIP Program

Sincerely,

Scott S. Reynolds

Scott S. Reynolds
Director

SSR/kb
FILE, PY-2019 CHIP